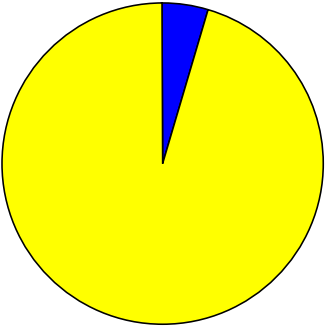


County Insurance Fund

501-01-Safety and Loss Prevention

Fund/Agency: 501/06		County Insurance Fund
Personnel Services	\$357,452	<p style="text-align: center;">CAPS Percentage of Agency Total</p>  <p style="text-align: center;">4.6%</p> <p style="text-align: center;">95.4%</p> <p style="text-align: center;">■ Safety and Loss Prevention ■ All Other Agency CAPS</p>
Operating Expenses	\$57,068	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$414,520	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$414,520	
Positions/SYE involved in the delivery of this CAPS	6/5.1	

► CAPS Summary

The safety and loss prevention programs ensure that a process is maintained to prevent accidents or to reduce their frequency and severity. Key to this is a diligent process of identification, evaluation, and mitigation of all operational risks. This is done through risk assessments, safety inspections, and audits of all County-owned/leased facilities.

The essential elements of this CAPS are education, agency awareness of risks and their consequences, and active measures to maintain a safe and healthy workplace. Data management is playing an increasingly important role in understanding safety risks and the County's exposure. Staff use this data for trend analysis and prediction, and to develop responsive training programs. Staff reviews proposed contract terms to identify opportunities for risk transfer or to assure that appropriate insurance provisions are included in contracts and leases. The range of safety and loss issues is substantial. For example, staff supports agencies by managing a driver record review program, by maintaining a database of hazardous materials, and through inspection programs such as for boiler pressure vessels.

County Insurance Fund

This CAPS is funded through the County Insurance Fund, operating as an internal service fund. Resources from the General Fund are supplemented by non-General Fund groups participating in the fund.

The Safety and Loss Prevention program took the lead in developing a County Workplace Violence program. The first stage was rollout of training for employees at all levels. This is followed by development of threat assessment teams to assist with the case management responsibilities and to provide tailored crisis management plans to respond to incidents. Education and safety awareness are viewed as key areas for reducing losses and minimizing the County's risk. Working with other elements of the County's risk management effort, this CAPS provides expertise and additional resources in the formation of a risk management training team to respond to requests and provide ongoing County agency and employee training.

Expanding utilization of technology in delivery of County services presents a number of significant risks addressed by this CAPS. Through an Ergonomics Assessment Program, the incidence of employee injury resulting from new work methods will be mitigated. Continued growth of the population being served and the expanding catalogue of County services challenges this CAPS to be out front to anticipate new risk potential and to partner with operating agencies to manage the risks in the most efficient way. The dramatic rise in the availability of computer-to-computer information sharing poses new risks in terms of privacy protection and data integrity and additional efforts will need to be focused on this important area.

Staff in this CAPS are continually developing creative approaches to improve existing services and to meet new challenges. These include active participation in the Automated Defibrillator Program in its pilot at government center facilities, ongoing development of preventative measures and incident response in the workplace violence arena, participation with other jurisdictions in regional initiatives and emergency preparedness, and the never-ending desire to maximize employee awareness of safety hazards.

► **Method of Service Provision**

Services generally are provided by County staff. Boiler Pressure Vessel Inspections are conducted by loss control representatives from the County's insurance carrier.

► **Performance/Workload Related Data**

Key to success in this CAPS is the ongoing assessment of risk potential, identification of operational exposures, and development of methods for reducing or eliminating these risks. Based on experience and industry standards, staff aims to conduct 74 to 78 assessments each year. In addition, certain high risk operations call for regular inspection. Staff aims to conduct 200 such inspections in the coming year.

County Insurance Fund

► **Mandate Information**

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 51 - 75%. The specific Federal or State code and a brief description of the code follows:

- CFR 29 1910-1926 Requirement to perform safety inspections and audits.
- Code of Virginia 40.1-51.6 Requirement to perform boiler pressure vessel inspections.